

# NOAA Finance Handbook

## APPENDIX A

### REQUIRED APPROVALS FOR GIFTS AND BEQUESTS

<u>Nature of Gift</u>	<u>Approval</u>	<u>Procedures</u>
1. Valued in excess of \$35,000	Secretary of Commerce	Receiving office prepares Form CD-210 and sends original to Gifts and Bequests Fund Manager.  For equipment or materials, servicing property office prepares Form CD-210.
2. Real property or interest therein regardless of value.	Chief Financial Officer and Assistant Secretary for Administration, DOC (CFO/ASA, DOC)	Real Property Branch prepares Form CD-210 and sends original to Gifts and Bequests Fund Manager.
3. For work of DOC in general, rather than specifically for NOAA, or if the gift is made specifically for NOAA and other Commerce bureaus, regardless of amount.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to Gifts and Bequests Fund Manager.
4. Offered on a conditional basis or with a special requirement or which require more than incidental expenditures for administration or use.	CFO/ASA, DOC	Same as 3. above.
5. Over \$2500 specified for official entertainment.	CFO/ASA, DOC and Chief of Staff, NOAA	Receiving office completes Form CD-210 which must first be approved by the Line Office Assistant Administrator. If known at the time Form CD-210 must show purpose, occasion, dates, and persons to be entertained. CD-464 should accompany in that case. Send originals to Gift and Bequest Manager.

6. \$250-2500 or specified for official entertainment	Chief Financial Officer (CFO), NOAA and Chief of Staff, NOAA	Receiving office prepares form CD-210 and CD-464 (if appropriate), showing information as in 5. above. After CFO approval, send original to Gifts and Bequests Manager.
7. A check (or equivalent instrument) or services in-kind or travel unless accommodations or transportation exceed those allowable in DOC Travel Handbook by \$500 or more	Chief, Servicing Finance Branch/AOD	Receiving office prepares Form CD-210. Services-in-kind must be authorized in travel orders or administratively approved. Form CD-210 must accompany the travel voucher for services-in-kind.
8. In-kind travel donation which exceeds by \$500 or more the value of accommodations or transportation allowable by the DOC Travel Handbook.	CFO/ASA, DOC	Same as 7. above but FMC must forward the CD-210 to DOC for approval prior to sending it to the Servicing Finance Branch/AOD.
9. Valued at \$35,000 or less and not involving gifts of types listed above (other than #7.)	Line Office Assistant Administrator	Receiving office prepares Form CD-210 forwards to Gifts and Bequest Fund Manager after approval.
10. Gifts from foreign governments	Approval as above following nature of gift.	Form CD-342 should be prepared in place of Form CD-210. Procedures should follow those for Form CD-210, depending upon the nature of the gift. Gifts and Bequests Fund Manager must send a copy of Form CD-342 to Director, Office of Procurement and Administrative Services, DOC.